

## Appendix F

### Sample Operations Plan and Warning Order

This appendix provides a sample deliberate CST OPLAN and a sample WO with a brief description. While no-notice responses generally utilize WOs, preplanned events that allow for deliberate planning can utilize an OPLAN.

F-1. A sample OPLAN is shown in Figure F-1.

(Classification)	
Copy ____ of ____ copies	
Issuing HQ	
Place of Issue	
DTG of signature	
Message reference number	
OPORD _____ (code name)    State EMA Mission Number.	
References.	
Time zone used throughout order.	
Task organization.	
1. SITUATION.	
a. Incident.	
(1) Incident location.	
(2) Incident name.	
(3) Incident description (brief).	
(4) Victim information.	
(a) Signs/symptoms/history.	
(b) Number of victims (killed/casualties/potentially affected).	
(c) Location at point of injury.	

**Figure F-1. CST OPLAN (Sample)**

(d) Decontamination (when, where, method of decontamination, method of confirmation of decontamination).

b. Environment.

(1) Weather.

(a) Present (next 12 hours).

- Temperature (ambient/wet-dry bulb).
- Humidity/precipitation.
- Barometric pressure.
- Wind speed.
- Wind direction (from).
- Cloud cover.
- Pertinent light data (time of day, estimated time of sunrise/sunset/moonrise/moonset, moon phase, percent nighttime illumination).

(b) Effects of present weather on personnel.

(c) 12-24 hours.

- General forecast.
- High/low temperature.
- Barometric pressure trends.
- Pertinent light data (time of day, estimated time of sunrise/sunset/moonrise/moonset, moon phase, percent nighttime illumination).

(d) 24-48 Hours.

- General forecast.
- High/low temperature.
- Barometric pressure trends.
- Pertinent light data (time of day, estimated time of sunrise/sunset/moonrise/moonset, moon phase, percent nighttime illumination).

(e) Effects of next 12-48 hours of weather on personnel, equipment, incident area and site.

(2) Incident area and site.

(a) Area.

- Terrain.
- Population.
- Avenues of approach.
- Congested areas/obstacles.

**Figure F-1. CST OPLAN (Sample) (Continued)**

- (b) Detailed description of incident site.
- (c) IC defined exclusion area.
- (d) Key surrounding areas potentially affected by hazard.

c. Threat. The CST considerations for the threat assessment should consider what actions have occurred at an incident site and the likelihood of possible future adversary COAs. Address the possibility of multiple terrorist events being conducted simultaneously or the use of secondary improvised explosive or chemical devices aimed toward debilitating the capabilities of responders. If a separate intelligence annex is not being produced, current intelligence should be discussed in this paragraph.

- (1) Perpetrator identification, ideology/goals (if known).
- (2) Tentative CBRNE identification.
  - (a) Known agent(s).
  - (b) Probable agent(s).
  - (c) Dispersion method.
  - (d) Plume (hazard modeling).

- (3) Secondary devices/additional hazards.

d. Higher/supporting agencies (POC name, contact number). The plan should include the mission, the commander's intent, and the concept of operations for HQ one and two levels up (if available) and identify status of the CST (such as Title 32, Title 10). Subparagraphs identify additional military response elements being deployed to a site. FRAGOs can be used to update this information as the situation matures. Any units whose actions would have a significant bearing on the CST should also be included. If known, information concerning the ICS for the AO may be included.

- (1) Higher commander's mission.
- (2) Higher commander's intent.
- (3) Requesting state EOC.
- (4) Requesting state NG EOC.
- (5) C<sup>2</sup> state NG EOC.
- (6) DTRA.
- (7) DOD SMEs.
  - (a) Chemical.
  - (b) Biological.
  - (c) Radiological.
  - (d) Nuclear.
  - (e) High-yield explosives.
  - (f) Hazard modeling.

e. Incident command (POC name, agency, contact number or frequency).

- (1) Single or unified command.
- (2) IC.
- (3) Safety officer.

**Figure F-1. CST OPLAN (Sample) (Continued)**

- (4) Information officer.
- (5) LNO.
- (6) Planning section.
- (7) Operations section.
- (8) Logistics section.
- (9) Finance/Administrative section.

f. Crisis or CM assets available (attachments and detachments). Do not repeat information already listed under task organization or in Annex A (Task Organization). Try to put all information in the task organization or in Annex A and state, "See Task Organization" or "See Annex A." However, when not in the task organization, list the assets that are attached or detached to the HQ that issues the order. State when attachment or detachment is to be effective if different from when OPORD or OPLAN is effective.

- (1) HAZMAT.
- (2) Decontamination.
- (3) EMS.
- (4) Fire services.
- (5) Local law enforcement/security.
- (6) Local bomb squad.
- (7) Federal or military EOD.
- (8) Hospitals.
- (9) State agencies.
- (10) Federal agencies.
- (11) Volunteer organizations.
- (12) Other.

## 2. MISSION.

State the mission derived during the planning process. There are no subparagraphs in a mission statement which will also cover on-order missions. The mission statement should be short, concise, and focus on the efforts of the CST (such as, By order of the governor \_\_\_\_\_ WMD CST deploys NLT (time) \_\_\_\_\_ to (location) \_\_\_\_\_ to assess a potential hazard, advise the IC on CBRNE-related aspects of CM, and facilitate the mobilization of additional military and federal assets to assist in CM in order to prevent loss of life, human suffering, and property damage).

## 3. CONCEPT OF OPERATION.

a. Commander's intent. States the commander's intent derived during the planning process, describes the commander's vision of the operations, describes the purpose, visualizes the end state, and illustrates how the operation will facilitate future operations.

- (1) Key tasks (IC objectives).
- (2) Desired end state.

**Figure F-1. CST OPLAN (Sample) (Continued)**

b. Concept of the operation (general). The concept of the operation may be a single paragraph, may be divided into two or more subparagraphs or, if unusually lengthy, may be prepared as a separate annex. The concept of the operation should be based on the COA statement from the decision-making process and, at a minimum, will provide sufficient detail to ensure understanding of the commander's intent and purpose. It should specify the priority of support and the tasks allocated to the CST. The concept describes—

- The employment of the CST.
- The identification of any FP issues and their implementation.
- The integration of other major organizations within the incident response system. These include military (other NG), reserve, and active forces that may be involved in incident mitigation.
- Any other aspects of the operation the commander considers appropriate to clarify the concept and to ensure unity of effort. If the integration and coordination are too lengthy for this paragraph, they are addressed in the appropriate annexes.

When an operation involves two or more clearly distinct and separate phases, the concept of operations may be prepared in subparagraphs describing each phase. Designate phases as "Phase" followed by the appropriate Roman numeral, for example, Phase I.

**NOTE:** Depending on what the commander considers appropriate, the level of command, and the complexity of any given operation, the following subparagraphs are examples of what may be required within the concept of operations.

**R&S.** This paragraph should specify the R&S plan and how it ties in with the basic concept of operations.

**OPSEC.** The plan identifies on-scene security requirements.

**Environmental considerations.** The plan should identify whether the incident site falls into a geographic area with unique environmental considerations (such as local population, industrial base, soil composition).

**Coordinating instructions.** List only instructions applicable to two or more units and not routinely covered in unit SOPs. This is always the last subparagraph in paragraph 3. Complex instructions should be referred to in an annex. The following information should be included:

- Time or condition when a plan or an order becomes effective.
- CCIR. List PIR, EEFI, FFIR, and risk reduction control measures.

Figure F-1. CST OPLAN (Sample) (Continued)

- (1) Phase I, Predeployment—continuous unit operations end upon alert notification.
  - (a) Mobilization records.
  - (b) Daily PERSTAT/LOGSTAT reports.
- (2) Phase II, Deployment—begins at receipt of the mission and ends upon arrival at the incident site assembly area.
  - (a) Alert notification/assembly procedures.
  - (b) Deployment the CST unit.
  - (c) WO/OPORD.
  - (d) Convoy operations.
- (3) Phase III, Response Operations—begins in the assembly area and ends at the completion of IC assigned tasks.
  - (a) Perform liaison operations/quartering.
  - (b) Conduct unit decontamination operations.
  - (c) Establish and maintain OPCEN.
  - (d) Establish and maintain communications operations.
  - (e) Provide logistical support operations.
  - (f) Conduct administrative support operations.
  - (g) Conduct medical support operations.
  - (h) Conduct CB survey operations.
  - (i) Conduct radiological survey operations.
  - (j) Conduct assessments.
- (4) Phase IV, Redeployment—begins at the completion of IC assigned tasks and ends upon return to unit area.
- (5) Phase V, Recovery—begins upon return to the unit area and ends when all sensitive items and equipment are inventoried and secure.
  - c. Subunit missions (composition, location).
    - (1) ADVON.
    - (2) First sortie.
    - (3) Second sortie.
    - (4) Command.
    - (5) Liaison.
    - (6) Modeler.
    - (7) OPCEN.
    - (8) A&L.
    - (9) Communications.

**Figure F-1. CST OPLAN (Sample) (Continued)**

<ul style="list-style-type: none"><li>(10) MALS.</li><li>(11) Medical treatment.</li><li>(12) First hot-zone entry.<ul style="list-style-type: none"><li>(a) Survey.</li><li>(b) Backup.</li><li>(c) Decontamination line.</li></ul></li><li>(13) Second hot-zone entry.<ul style="list-style-type: none"><li>(a) Survey.</li><li>(b) Backup.</li><li>(c) Decontamination line.</li></ul></li><li>d. Key personnel (name, location).<ul style="list-style-type: none"><li>(1) Commander.</li><li>(2) Liaison.</li><li>(3) Operations.</li><li>(4) Survey.</li><li>(5) Decontamination.</li></ul></li><li>e. Medical disqualified (personnel identified as a risk for dress out).</li><li>f. Detailed instructions (such as security, ROE).</li><li>g. Routes to incident site.<ul style="list-style-type: none"><li>(1) Primary.<ul style="list-style-type: none"><li>(a) Route.</li><li>(b) Checkpoints.</li><li>(c) Rally points.</li><li>(d) Forward staging area.</li></ul></li><li>(2) Alternate.<ul style="list-style-type: none"><li>(a) Criteria for use.</li><li>(b) Route.</li><li>(c) Checkpoints.</li><li>(d) Rally points.</li><li>(e) Forward staging area.</li></ul></li><li>(3) Actions if break in contact during movement.</li><li>(4) Actions if breakdown during movement.</li><li>(5) Actions if loss of communications during movement.</li></ul></li></ul>
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**Figure F-1. CST OPLAN (Sample) (Continued)**

- h. Forward staging area.
  - (1) Estimated time of arrival at the forward staging area.
    - (a) ADVON.
    - (b) First sortie.
    - (c) Second sortie
  - (2) Actions of main body in the staging area.
- i. Actions at the incident site.
  - (1) ETA at the incident site.
    - (a) ADVON.
    - (b) First sortie.
    - (c) Second sortie.
  - (2) Site contamination check.
  - (3) Plan if site contaminated (alternate site).
  - (4) IC liaison/site occupation.
  - (5) Priorities of work.
  - (6) Tentative timeline.
  - (7) Sampling plan.
  - (8) Priority of decontamination.
  - (9) Hasty withdrawal plan.
- j. Coordinating instructions.
  - (1) Uniform.
    - (a) Common items worn by all.
    - (b) Cold-zone uniform—survey/decontamination.
    - (c) Cold-zone uniform—all others.
    - (d) Decontamination line PPE.
    - (e) Survey team PPE.
    - (f) Backup team PPE.
  - (2) Tentative timeline—time(s) of departure.
  - (3) Rehearsals.
  - (4) Inspections.
  - (5) PIR

**Figure F-1. CST OPLAN (Sample) (Continued)**



#### 4. SERVICE SUPPORT.

Address service support in the areas shown below as needed to clarify the service support concept. Refer to annexes, if required. Subparagraphs can include:

- Support concept. State the concept of logistics support to provide personnel a visualization of how the operation will be logistically supported.
- Material and services.
- Medical evacuation and hospitalization.
- Personnel support.

##### a. General.

- (1) Logistics SOP is in effect for sustainment operations.
- (2) A&L section will be collocated with the TOC.
- (3) Damaged equipment will be reported to the A&L immediately.
- (4) Medical treatment will be located in the survey dress out/medical rehabilitation and surveillance area.

##### b. Materials and services.

##### (1) Supply.

- (a) Class I: Unit will deploy with a 72-hour supply of MREs.
- (b) Class III: Class III items will be locally purchased using the vehicle-assigned GSA fuel card.

(c) Classes II and VII: Sections are to deploy with 72-hour basic load. CMSUPCEN will forward the prescribed push packages at H+8, H+24, H+48, and H+72.

(d) Class VIII: Medical section will deploy with 72-hour basic load. Emergency items will be locally purchased or requested through USPFO or CMSUPCEN.

(e) Class IX: Items will be requested through USPFO or CMSUPCEN.

##### (f) Distribution methods:

- Ration plan: Unit logistics NCO will issue three MREs daily. Unit contract meals can be provided.
- Medical: Unit logistics NCO will issue supplies to medical section; unit's medical section will resupply combat lifesaver or EMT, as needed.
- Repair parts: Issued by unit logistic NCO.

(2) Transportation. See unit movement plan.

**Figure F-1. CST OPLAN (Sample) (Continued)**

- (3) Services.
- (4) Maintenance. Operators will continue to perform before, during, and after PMCS. Findings will be reported to the unit logistic NCO for coordination with CMSUPCEN or appropriate maintenance support.
- c. Medical evacuation (method/priorities).
- d. Personnel (method of cordoning off the unit AOs and managing the entrance/exit point, designation of medical area).
- e. Miscellaneous.
- (1) Special equipment.
- (2) Contaminated equipment. Describe how this will be handled.
5. COMMAND AND SIGNAL.
- Command. State the map coordinates for the CST OPCEN and the ICS CP. Identify the chain of command if not addressed in unit SOPs.
  - Signal. List signal instructions not specified in unit SOPs. Identify the specific signal operating instructions in effect, required reports and formats, and times the reports are submitted. Identify any unique frequency management issues in the AO.
- a. Command.
- (1) Provide the EOC location.
- (2) Provide phone numbers for the EOC.
- (3) Identify where the commander will be located.
- (a) Phase I, unit HQ.
- (b) Phase II, briefing area/CMD vehicle.
- (c) Phase III, ICP/unit TOC.
- (d) Phase IV, Command vehicle/unit HQ.
- (e) Phase V, unit HQ/MSCA.
- (4) Succession of Command: commander, deputy commander, operations officer, followed by date of rank.
- b. Signal.
- (1) Communications plan.
- (2) Methods of communications (by priority).
- (a) UCS.
- Voice. Unsecure/secure telephone; unsecure/secure HF; or unsecure/secure UHF SATCOM.
  - Data.
- (b) International maritime satellite. Unsecure/secure voice; non-secure Internet protocol router network.

**Figure F-1. CST Plan (Sample) (Continued)**

- (3) Signals (hand and arm).
  - (4) Signals (audible).
  - (5) Code words.
  - (6) Challenge/password. The challenge/password system will be briefed at the initial team briefing and updated as necessary.
  - (7) Recognition signals. Primary recognition signals for both day and night will be via FM radio. Primary recognition signal for night will be the military issue flashlight with red lens (blinking the light on and off three times). The primary recognition signal for day will be personal recognition and/or ID card.
  - (8) Special instructions. Use of code words will be implemented by the commander or his designated representative. Use of challenge/password will be implemented by the commander or his designated representative. Any change in frequencies or radio configuration will be directed and implemented by the communications team through the commander or his designated representative.
  - (9) Provide time check.
6. SAFETY.
- a. Safety briefing.
    - (1) Weather.
      - (a) Current temperature.
      - (b) Cold-/hot-weather hazards. Hydration (rate of consumption).
    - (2) Lifting.
      - (a) Use multiple-person lifts when lifting heavy/uneven objects.
      - (b) Use proper lifting techniques; use your legs, not your back.
      - (c) Use a guide when moving large/heavy objects to clear any hazards.
    - (3) Communications.
      - (a) Avoid antenna fields that are marked; these areas will have both tripping and radio frequency radiation hazards.
      - (b) Avoid electrical cables, wires, and grounding rods.
      - (c) Follow the proper procedures, and wear required personal protection (gloves, goggles, hard hat and safety boots) for erecting and stowing antennas.
    - (4) Vehicles.
      - (a) Use seatbelt (mandatory).
      - (b) Use lights when operating a vehicle.
      - (c) Use ground guides when parking, backing, and moving in heavily populated areas (assistant driver's responsibility).
      - (d) Observe posted speed limits and roadway signs.
    - (5) Unit operations.
      - (a) Be situational aware of all hazards (identify, mitigate, notify, and supervise).
      - (b) Be aware of shock hazards; avoid them if possible.
      - (c) Follow the proper procedures for safe operation of equipment.

**Figure F-1. CST OPLAN (Sample) (Continued)**

- (d) Use buddy teams at all times.
- (e) Wear the appropriate PPE.
- (f) Eat, drink, and rest in designated areas.
- (6) Conclusion.
  - (a) Safety is everyone's responsibility.
  - (b) Stop unsafe acts.
  - (c) Halt potentially unsafe activities/conditions and notify a supervisor.
  - (d) Follow policies, procedures, directives, and standards.
  - (e) Use common sense at all times.

(Classification)

**Figure F-1. CST OPLAN (Sample) (Continued)**

F-2. A sample WO is shown in Figure F-2.

(Classification) (Change from oral orders, if any) (Optional)
WOs DO NOT AUTHORIZE EXECUTION UNLESS SPECIFICALLY STATED
Copy ____ of ____ copies Issuing HQ Place of issue DTG of signature Message reference number
<b>WARNING ORDER _____</b> References. Refer to higher HQ OPLAN/OPORD, and identify map sheet for operation (optional).  Time zone used throughout the order (optional). Task organization (optional) (see paragraph 1c).  <b>1. SITUATION.</b> a. Enemy forces. Include significant changes in enemy composition, dispositions and COAs. Information not available for inclusion in the initial WO can be included in subsequent WOs. b. Friendly forces (optional). Only address if essential to the WO. (1) Higher commander's mission. (2) Higher commander's intent. c. Attachments and detachments. Include initial task organization. Only address major unit changes.  <b>2. MISSION.</b> This lists issuing HQ mission at the time of the WO. This is nothing more than the higher HQ restated the mission or the commander's decisions during the MDMP.  <b>3. EXECUTION.</b> a. Intent. b. Concept of operations. Provide as much information as available. This may be no information during the initial WO. c. Tasks to maneuver units. This is any information on tasks to units for execution, movement, reconnaissance, or security.

**Figure F-2. WO (Sample)**

<p>d. Tasks to combat support units. See paragraph 3c.</p> <p>e. Coordinating instructions. Include any information available at the time of the issuance of the WO. It may include the following:</p> <ul style="list-style-type: none"><li>• CCIR.</li><li>• Risk guidance.</li><li>• Deception guidance.</li><li>• Specific priorities, in order of completion.</li><li>• Time line.</li><li>• Guidance on orders and rehearsals.</li><li>• Orders group meeting (attendees, location, and time).</li><li>• Earliest movement time and degree of notice.</li></ul> <p>4. SERVICE SUPPORT (optional). Include any known logistics preparation for the operation.</p> <p>a. Special equipment. Identify requirements, and coordinate transfer to using units.</p> <p>b. Transportation. Identify requirements, and coordinate for pre-position of assets.</p> <p>5. COMMAND AND SIGNAL (optional).</p> <p>a. Command. State the chain of command if it is different from the unit SOP.</p> <p>b. Signal. Identify the current SOI edition, and pre-position signal assets to support operation.</p> <p>ACKNOWLEDGE (mandatory).</p> <p>OFFICIAL: (Optional)</p> <p>NAME (commander's last name) RANK (commander's rank)</p> <p>(Classification)</p>
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**Figure F-2. WO (Sample) (Continued)**